



MEDICAL EMERGENCY PROCEDURE 2025



Approved by: Mica Coleman Jones

Date: 01.09.2025

Next review due by: 01.09.2026

Approved by trustees: 25.11.2025

**Signed by Chair of
Trustees**

DM Costley

MEDICAL EMERGENCY PROCEDURE 2025

It is the aim of The Lilya Lighthouse Education Trust to keep all children safe and to respond appropriately to unforeseen circumstances. Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who have specific medical conditions supported by an Individual Health Plan.

In the event of an emergency, staff will follow school procedures and protocols where possible and adhere to any guidelines issued by Nottingham City Council.

In the event of a medical emergency, whereby a child has an identified Medical Protocol, all procedures will be followed. In the event of a medical emergency, whereby a child does not have any identified conditions or illnesses, staff will contact the Emergency Services (Ambulance) to attend.

Families and commissioners will always be contacted as soon as possible to inform them of a medical emergency.

In the event of an accident at school and the child does not require emergency care, parents/carers and home school/local authority should be contacted and advice taken.

Where a child receives a head injury, the First Aider, will assess the situation and contact parents/carers. A letter advising parents/carers of the incident will be sent home to ensure appropriate aftercare can be provided.

In the event of an accident at school and the child does not require emergency care and parents/carers cannot be contacted, the First Aider, in consultation with a member of the senior leadership team (SLT) will decide if the child should attend hospital.

If a student should be transported to hospital, a member of staff will always accompany them and stay with them until a parent/carer arrives. Staff should also take the student's school file and any relevant Medical Protocol including medication.

The school's First Aider should remain at school unless there is concern that the child may be unwell during the journey.

Parents/carers should be contacted by office staff and arrange to meet school staff at hospital. Where parents are unable to be contacted, school staff will follow advice and guidance of the medical professionals as to the care which should be administered to a student.

Following an accident within the school which resulted in more than minor first aid (i.e. cuts, bruises, bumps), a member of SLT will complete a Health and Safety Accident Report and parents/carers would be requested to sign this form on behalf of the student concerned. A copy of a signed form will be shared with commissioners.

If the accident could be considered, in any way, the responsibility of The Lilya Lighthouse Education Trust, this should be reported through the RIDDOR process and commissioners informed.